



Name: *Provide the name of the project or event*

Background Information

Provide background information on relevant initiative(s), projects, and events that will help someone understand the current endeavor.

The Project/Event Information

Provide information on the who, what, when, where, why, and how regarding the project or event. Provide as much as you know now, and Debra will help fill in the blanks to develop a framework. Can include phases.

Considerations

What questions still need to be considered and answered?

- 1) TBA
- 2) TBA
- 3) TBA
- 4) TBA
- 5) TBA